

APPENDIX A

FTP001234

27<sup>th</sup> October 2005

**Private and Confidential**

Name  
Address

Dear Mrs A

**Health Professions Council – Miss B**

Thank you for your recent letter regarding Miss B, a registrant Chiropodist/Podiatrist.

The Health Professions Council is a healthcare regulator responsible for the regulation of members of 13 professions. Our role is to protect the health and well-being of people who use the services of health professionals registered with us and to ensure that those health professionals are fit to practice. More information on the role of the HPC can be found at [www.hpc-uk.org](http://www.hpc-uk.org).

We can consider complaints against a person that is on our register to the effect that their fitness to practise is impaired. The types of allegations we consider are set out in Part V Article 22 1(a) of the Health Professions Order 2001. They are as follows:

- Misconduct
- Lack of competence
- Conviction or caution for a criminal offence
- Physical or mental Health
- Determination by another healthcare regulator

Date	Ver.	Dept/Unit	Doc Type	Title	Status	Int. Aud.
2005-10-27	2	HSP		Example letter for Committee	Final DD None	Confidential RD: None

Your letter raises concerns regarding Miss B's practice. I understand your principle concerns to be as follows:

Please let me know if you do not feel that this is a fair reflection of the concerns raised in your letter.

As explained previously, we can consider complaints about registrants. We are, however, unable to get involved in issues of payment between professionals and their patients. I recognise that no such request is made in your letter, however please bear in mind that HPC has no power to request that Miss B refund or reduce her fees in light of your concerns.

I have enclosed a copy of our complaints brochure, together with copies of our standards of proficiency and standards of conduct, performance and ethics. These are the standards which we expect registrants to maintain throughout their registration.

Having considered this information, I would be grateful if you confirm in writing whether you would like to make a complaint regarding Miss B's fitness to practise. Should you do so, I am obliged to provide Miss B with a copy of your letter and invite her to submit any written representations in response. All the available documentation would then be considered by an Investigating Panel whose role it is to decide whether there is a case to answer in relation to Miss B's fitness to practise.

If I can be of any further assistance, please let me know.

Yours sincerely

Michael Guthrie  
Case Manager

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2005-10-27	1	FCP		Example letter for Committee	Final DD None	Confidential RD None